

DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT SERVICES

GRADE: SAIL

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Director of Community Planning and Development Services performs complex leadership, management and professional work in directing the City's initiatives in this area. This position is responsible for the overall administration and implementation of all functions of the Department including long-range community planning, development review, zoning administration and enforcement, historic preservation, redevelopment coordination, housing programs and building construction codes. As a member of the senior management team, the incumbent reports to the City Manager and assists all team members in strategic planning for the City. Work requires seasoned judgment in allocating resources and involves extensive public contact.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Promote excellent community relations and public participation.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, organizes, directs, executes, and provides day-to-day effective leadership and management of all aspects of the City's community planning and development services programs within the limits defined by applicable City policy, City ordinances, and State and Federal laws/regulations.

- Aids the department and City organization in periodically updating the Comprehensive Master Plan.
- Promotes excellent community relations by engaging the public, interested groups, various public officials and other individuals, on the full range of land use issues and responsibilities
- Explains the department's programs to the public, interested groups and individuals on the full range of land use issues and responsibilities.
- Directs staff activities to implement various special and continuing projects and plans relating to growth, development, and redevelopment of the City.
- Encourage effective problem participation in land use.
- Develops and administers the department's budget and performance measurement system.
- Develops policy procedures on planning, development, and code enforcement.
- Supervises a staff of professionals.
- Acts as a major liaison between the Mayor and Council and Federal, State and other local government entities and agencies.
- Develops new supervisory procedures and initiates innovative programs and activities to expedite the completion of community development projects and the reduction of administrative costs.
- Supervises the development and implementation of City housing programs to achieve and maintain a diversified housing base, and administers the Community Development Block Grant Program.
- Directs the Inspection Services Division in the administration and enforcement of the City's zoning, health and life safety, building property maintenance, housing and fire codes.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university, supplemented by achievement of a Master's degree in urban planning, public administration or a closely related field, and six years of progressively responsible experience in community planning and development, including a strong background in local government planning with a strong community and neighborhood orientation. Member of American Institute of Certified Planners (AICP).

Preferred Knowledge, Skills and Abilities:

- Extensive knowledge of the principles, practices, laws, regulations, procedures and requirements of federally-financed community development programs.
- Extensive knowledge of the principles, practices and organization of local government.
- Considerable knowledge of economics, market analysis, land appraisal, real

estate practices and the law, land development and planning, public administration, government finances.

- Ability to provide information and to convey explanations of highly complicated regulations and requirements to appointed and elected officials and the community in a concise, accurate and clearly understandable way.
- Ability to establish and maintain effective working relations with consultants, property owners, developers, residents, occupants, other employees, state and federal officials, and the general public while under difficult and often contentious circumstances which require the exercise of considerable tact and discretion.
- Ability to present ideas clearly and concisely, orally and in writing, to groups and individuals.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems for which there has been no precedent established.